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This supplement contains guidelines and procedures for managing Command, Control, Communications, and Computers (C4) resources under AFMC jurisdiction. Recommend that each base Communications and Information Systems Officer (CSO) develop a supplement to outline local procedures for managing C4 resources. A base supplement can add to but not take away from the Air Force Instruction (AFI) and MAJCOM supplement. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This revision replaces the AFI 33-112/AFMC Supplement 1, 28 Mar 96. It reflects changes in AFI 33-112 (revised 1 Dec 97), and introduces new AFMC Forms: AFMC Form 30, **Computer System Add or International Merchant Purchase Authorization Card (IMPAC),** AFMC Form 31, **Computer System Hand Receipt**, and AFMC Form 32 **Computer System Action.**

AFI 33-112, 1 December 1997, is supplemented as follows:

4. Each location with a training requirement must forecast annually by completing an AF Form 3933, **MAJCOM Mission Training Request (FY_)**, through the unit training manager. Requests should be processed through the base training manager to the appropriate MAJCOM personnel office. This forecasting effort projects training needs two years in advance. The Air Force uses these requirements to establish yearly quotas for each MAJCOM.

6.1. The Communications and Information Systems Officer (CSO) will locally advertise all base-level excess serviceable computer systems. Advertising may occur at the same time that the Equipment Control Officer (ECO) is creating the electronic excess report in IPMS.

6.3. Computer systems built or constructed from parts are accountable computer systems resources. Non-appropriated funds (NAF) computer systems are not accountable or reportable in IPMS.

6.3.2. The CSO ensures the ECO obtains approval or authorization from the MECO to ship or transfer computer systems within or outside the command. Transfer orders provided directly to a base by any program manager (PM) or appropriate focal point should be coordinated through the ECO and MECO.

6.8.1. In AFMC, the terms "maintenance redundancy" and "operational spares" refer to complete and serviceable (not cannibalized) computer systems.

6.12. Provide a copy of the ECO appointment letter to MECO (AFMC CSO/SCS).

6.12.2. (Added) Ensures all individuals that require access to the Information Processing Management System (IPMS) forward applicable information to the MECO upon assignment to those duties and notify the MECO prior to departure, when access to IPMS is no longer required.

7. Organization Commander or designated representative responsible for the accountability and management of small computer resources, in conjunction with the assigned Equipment Custodian (EC), may relocate and reallocate small computer resources within their organization. The ECO must be provided a copy of the order and any other pertinent purchasing documentation and be notified of expected delivery when any computer systems are purchased.

7.5. Ensures Automated Data Processing Equipment (ADPE) accounts are no larger than 500 to 1000 line items listed in the IPMS, and accounts are limited to immediate geographical location. This should allow the EC or alternate to inventory his or her account (physically touching and barcode scanning each accountable item) with in a 2 day period of time. All requests for waivers from these account restrictions will be forwarded to the base ECO for approval/disapproval. Approval of waivers for accounts with a history of accountability problems will not be granted.

7.5.3.1. Organizational Commanders or Directors of Special Staff Offices must ensure prompt action is taken on request or notification of a Report of Survey (ROS).

7.5.3.2. (Added) Organizational Commanders or (Directors of Special Staff Offices) and ECO have the authority to freeze any ECs delinquent accounts

7.6. Organizational Commanders are to sign the annual inventory certification statement on the ECs inventory listing after the ECs have completed their inventories. ECs are to conduct at least one physical annual inventory by the end of each fiscal year. The base ECO will certify their DRA for accuracy and completeness by 30 September of each fiscal year to AFMC MECO.

7.10. Ensures the applicable ECO is sent a copy or original documentation of all new computer systems ordered off AFMC Form 30 or the AF Form 9, **Request for Purchase**. The ECO will add the new computer systems to the appropriate EC account. Instructions for preparing the AFMC Form 30 are available in Attachment 4 (Added).

7.13. Ensures that only the EC for the account equipment is assigned to, or the ECO which equipment is delivered to, signs for and receives that equipment. If the Organizational Commanders (or Directors of Special Staff Offices) sign for equipment, the equipment will be turned over to the EC or ECO to process all necessary tracking documents prior to installation.

9.1.3. The MECO has the authority to transfer excess computer systems within the command.

10.2.2. IPMS records will be maintained according to appropriate AFIs and instructions from the MECO.

10.2.3. Ensures all Found on Base (FOB) computer systems are not currently assigned to any account prior to assigning to the EC's account who found the equipment. If the equipment is on loan to another account, the ECO will contact both EC's and coordinate the transfer or return of the equipment.

10.2.3.1. (Added) Ensures duplicated entries are removed from the IPMS. If duplicates are found, the ECO will coordinate with the EC and take corrective actions to remove the duplicate entry from IPMS.

10.2.4. The ECO should perform an outline edit in IPMS on a monthly basis to clear edit errors. If errors cannot be cleared as required, the ECO will forward a letter within five days of the due date to the MECO explaining why the errors can not be cleared, corrective actions being taken and completion date for each occurrence.

10.2.5. Upon the request of the EC, the ECO will provide ECs an updated listing of their IPMS account any time changes are made. This includes all changes submitted by the EC after the annual inventory allowing the EC to ensure all changes have been entered into the IPMS. When the ECs request a new inventory listing, the ECO will provide the EC the listing no later than five days from the date requested.

10.2.5.1. (Added) Organizational Commanders (or Directors of Special Staff Offices) and ECO have the authority to freeze any ECs delinquent accounts.

10.2.7. In AFMC, the terms "maintenance redundancy" and "operational spares" refer to complete and serviceable (not cannibalized) computer systems.

10.2.10. Base/Tenant ECO. Will attach IPMS bar code (or equivalent) identification labels to all new computer system assets received and entered into IPMS upon direct delivery to the ECO, or the ECO will provide the required identification labels to the EC as requested.

10.2.13. ECOs will provide training within 30 days after EC appointment and recurring training at least once a year. All training must be documented. This training will consist of EC responsibilities listed in AFI 33-112, AFMC supplements and policies, base policies, proper documentation of AFMC 30, AFMC 31, AFMC 32, and official published base forms. Instructions for preparing AFMC Form 32 is available in Attachment 6 of this supplement and AFMC Form 31 is available in Attachment 5 of this supplement. Training must also be provided to assigned alternate ECOs and to all personnel who directly support the ECO function.

10.2.13.1. (Added) ECOs will provide an annual letter to all Organizational Commanders responsible for ADPE accounts reminding them of their requirements and responsibilities listed in AFI 33-112, AFMC Supplement 1, and any other applicable policies.

10.2.14. In addition to the basic AFI, this supplement, the ECO/EC Guidebook, guidance provided by the MECO, refer to Assistant Secretary of Defense (ASD) memorandum dated 8 Sep 94, and its attachment DoD 8000.X-Manual (Defense Automation Resource Management), as a primary source of guidance related to the management of defense automation resources.

10.2.19. Reports excess serviceable computer systems in IPMS and advertises them locally (This may occur at the same time.).

10.2.22. Obtains approval or authorization from the MECO to ship or transfer computer systems within or outside the command. Transfer orders provided directly to a base by any PM or appropriate focal point should be coordinated through the ECO and MECO.

11.1.1. All annual physical inventories will be completed by each EC, and ECO will complete all updates in IPMS by 30 September of each fiscal year.

11.1.2. (Added) When appropriate, the EC will process AFMC Form 31 or their official published base forms for all equipment in the ADPE account the EC is accountable for, and issue to those individuals actually using the equipment and recertify all hand receipt forms annually. When the AFMC form or their base published form is not available the EC will use the official AF Form 1297, **Temporary Issue Receipt**. The EC will keep one copy for tracking purposes and give one copy to the individual signing for the equipment for their records.

11.3. Organizational Commanders responsible for the accountability and management of small computer resources, in conjunction with the assigned EC, may relocate these resources within their organization. The EC with assigned responsibility for equipment accountability and submit the proper change requirements to the applicable ECO before the relocation. **EXCEPTION:** ECs will submit proper change requirements to the ECO after the fact for internal organizational transfers, if necessary.

11.6. Purge government information from all storage media (disks) before transferring the computer systems equipment to another organization or releasing it to Defense Reutilization and Marketing Office (DRMO). Ensure all passwords are removed from the system prior to transfer.

11.12. ECs must coordinate with the ECO throughout the entire ROS process, which includes providing a courtesy copy of the initial ROS request to the ECO.

11.15. Report IMPAC purchases of accountable computer systems resources to the ECO within five days of receipt by accomplishing an AFMC Form 30.

16.1.1. (Added) The CSO will meet all AFMC computer system needs, including network acquisitions, using DoD or Air Force infrastructure contracts when possible. (Air Force infrastructure contracts are the preferred source.) Other contract vehicles, such as Government Services Administration (GSA) schedules and blanket purchase agreement (BPA) can be used to meet computer system needs. These additional contracts may be used if the technical requirements exceed the capabilities of the infrastructure contracts, if critical time constraints do not allow the use of the preferred contracts, or if a significant cost savings can be identified.

16.1.2. (Added) All new acquired systems built or constructed from parts will comply with the following computer systems requirement:

- Computer system must be energy star compliant.
- Must be Y2K compliant.
- Comply with the Desktop Management Interface ((DMI) version 2) standard.
- Will not contain any Industry Standard Architecture (ISA) PC card slots.
- Users of DMS must add 2 Type II PCMCIA interfaces to support DMS Fortezza/Smart cards.
- Replace legacy 3.5" floppy disk drive with a 3.5" compatible "Super Disk drive". This new generation of floppy disk drives support 120-MB diskettes, and is backward compatible with the standard 3.5" floppy disk drive.

16.5. (Added) All IMPAC orders of computer systems $500.00 or more must be coordinated by the ECO.

18.2.2. Transfer of computer systems between EC accounts must be coordinated between ECs involved and the ECO who updates accountability records as needed.

19.1. The letter will be maintained as a part of the individual user's official personnel files that are maintained by the user's supervisor.

19.1.1. (Added) Use of computer games is discouraged. Use of computer games incorporated as part of Air Force purchased software is at the discretion of the organizational commander (2 letter).

19.2.2. Exceptions for use of privately owned resources hardware, must be approved by the organizational commander or designated representative (2 letter).

22. External components with a purchase price or replacement cost of $500 or more will be entered in IPMS. External components include but are not limited to mainframes, network servers, computer systems, CPUs, terminals, monitors, and printers.

22.3. Regardless of cost, internal components will not be tracked or entered into IPMS unless a maintenance contract or the CSO (at any level) requires it. If entered in IPMS, internal components will be entered as a feature of the machine they are installed in. Internal components are defined as integral parts (installed or attached) of an external component, and they depend on the external component to function. External accessories (dedicated peripherals), such as keyboard, mouse, joystick, cable, surge protector, power director, and uninterruptible power supply (UPS), are not considered to be external components and are not required to be entered in IPMS.

23.4.1. The ECO must ensure all computer systems are properly disposed of or transferred to another Defense Reporting Activity (DRA), records in IPMS have no errors, all records are in the correct status for closure, and the DRA is completely cleaned before a DRA is requested for closure to the MECO.

24.3. Pending the results of IPMS searches, the ECO will add found on base (FOB) computer systems to the account of the unit and (or) EC who found the equipment.

25.1. This does not apply to government owned computers accountable in another inventory system. There will be no dual accountability.

25.1.4. The ECO will retain the proof of receipt from the EC and the source document (such as, the purchase or delivery order) used to enter items into IPMS until an updated inventory is signed by the EC. The signed inventory then becomes the proof of receipt or source document for maintaining items in IPMS. Local procedures may dictate the retention of purchase or delivery orders for other purposes; for example, warranty or licensing verification.

26.3.7. When computers are purchased with preloaded software, the software is considered to be an integral part of the computer. Therefore, the software is transferable within DoD just like any other part of the computer (for example, keyboard, mouse, hard drive, etc.) Ensure compliance with paragraph 11.6, this supplement, and prior to any transfer. All documentation must be transferred with the system.

33.1. Excess serviceable external components not tracked in IPMS and not re-utilized within a defense reporting activity account (DRA) must be reported to the ECO and entered into IPMS to obtain necessary disposition.

33.2. MAJCOM ECO has 24 hours to review the excess equipment being released by each base level ECO before the excess equipment is released for concurrent screening by Defense Information Technology Management System (DITMS), formerly named Automation Resource Management System (ARMS) for DoD-wide screening.

33.9. Spare or repair parts are not required to be tracked in IPMS. Excess spare or repair parts with an original acquisition value of less than $5,000 do not require approval from the Defense Information Systems Agency (DISA) for turn-in to DRMO. (**NOTE:** AFMC, the terms, "maintenance redundancy" and

operational spares" refer to complete and serviceable [not cannibalized] computer systems.) Explanations of cannibalization versus upgrading are as follows:

33.9.1. (Added) Cannibalization requires DISA approval for computer systems in working (serviceable) condition. The ECO will appropriately flag serviceable computer equipment requested for cannibalization on the electronic excess report when creating it in IPMS reutilization module. DISA will send an approval or disapproval letter to the requesting ECO. When cannibalization could result in loss of capability of a computer system, it is NOT authorized without DISA approval. (See the definition of "cannibalization" in the base AFI 33-112.) A loss of capability can also be described as the creation of a new computer system by using parts of more than one working computer system, thus rendering the original systems unserviceable. When cannibalization would render a working computer system unserviceable for the purpose of short cutting the excess turn-in process to DRMO, it is NOT authorized under any circumstances.

34.1. The appropriate ECO prepares a DD Form 1149, **Requisition and Invoice/Shipping Document**, including a shipping fund-cite and send or fax to MECO for signature approval. Use the IPMS reutilization module to search out available excess computer systems for valid requirements.

35. The ECO must obtain approval or authorization from the MECO to ship or transfer computer systems within or outside the command. Transfer orders provided directly to a base by a PM or other appropriate focal point should be coordinated through the ECO and MECO. When computers are purchased with pre-loaded software, the software is considered an integral part of the computer. Therefore, it is transferable within DoD just like any other part of the computer; for example, keyboard, mouse, hard drive, etc. Ensure compliance with paragraph 11.6, this supplement, and prior to any transfer. All documentation must be transferred with the system.

Attachment 4 (Added)

INSTRUCTIONS FOR AFMC FORM 30

Table A4.1. Computer System Add or International Merchant Purchase Authorization (IMPAC)

BLOCK NUMBER	BLOCK TITLE	ENTRY
Mandatory	To:	Applicable Equipment Control Officer (ECO) office symbol.
Mandatory	Date:	Date form is filled out for action.
Mandatory	IMPAC, ADD, Found on Base or other	Check which action information you are providing the ECO office.
Mandatory	Organization office symbol, CRSD Number, Supervisors name, org, phone number and signature	Information is provided from the organization requesting the action selected. If the organization is purchasing new equipment, they must provide the CRSD number.
1. Mandatory	Vendor name, address, phone number. Date computer system purchase, and warranty information	Vendor name, address, and phone number who is supplying the computer system. Provide purchase date of the computer and warranty information if there is any.
1a. Mandatory	MFG	Computer System manufacture information.
1b. Mandatory	Type/Model	Provide computer system type and model. Example: 486 or HP4L.
1c. Mandatory	Description	Computer systems description, example: CPU, Laser Printer, etc.
1d. Mandatory	Serial Number	Computer systems serial number.
1e. Mandatory	New location	Provide location of the computer system bldg., room, post, and etc.
1f. Mandatory	Cost	Actual purchase cost for the computer system.
1g. Optional	Barcode	This is mainly for equipment found on base or if the computer system has an AF Form 992 or barcode label already attached.
2. Mandatory, if providing information for second computer system.	Information is same as blocks 1.	Information can be provided for more than one computer system.

3. Mandatory	EC and Alt. EC account, organization and phone number	Information must be provided for assigning computer system to the correct EC for accountability.
4. Mandatory	Equipment Custodian signature and account number.	Equipment Custodian accepting accountability of the computer system.

Attachment 5 (Added)

INSTRUCTIONS FOR AFMC FORM 31

Table A5.1. Instructions for Computer System Hand Receipt.

BLOCK NUMBER	BLOCK TITLE	ENTRY
1. Mandatory	Organization office symbol. Supervisors name and signature, Equipment Custodian name and signature, account number and both phone number User's Name and phone number	Provide information from the Supervisor, Equipment Custodian and User's using the computer system.
1a. Optional	Barcode	Provide PN / Machine or Barcode information if known. Information can be found on AF Form 992 or barcode labels.
1b. Mandatory	Description	Computer systems description, example: CPU, Laser Printer, etc.
1c. Mandatory	MFG	Computer System manufacture information.
1d. Mandatory	Type/Model	Provide computer system type and model. Example: 486 or HP4L.
1e. Mandatory	Serial Number	Computer systems serial number.
1f. Mandatory	Bldg. No.	Provide building where computer system is located.
1g. Mandatory	Location	Provide room, cubicle number or 5 Digit letters of User's name for computer system location.
2. Mandatory	User's Signature and date	User of the computer system must provide signature and date for record.

Attachment 6 (Added)

INSTRUCTIONS FOR AFMC 32

Table A6.1. Computer System Action.

BLOCK NUMBER	BLOCK TITLE	ENTRY
Mandatory	To:	Applicable Equipment Control Officer (ECO) office symbol.
Mandatory	From:	Requester's office symbol.
Mandatory	Date:	Date form is filled out for action.
1. Mandatory	Type of Action	Check one of the blocks for action you are taking.
2. Mandatory	EC Information	Transferring/Receiving Equipment Custodian name/org./phone information.
3a. Mandatory	Barcode	Provide barcode numbers off the 992 label or barcode labels on the computer systems.
3b. Mandatory	Type/Model	Provide the computer system type and model.
3c. Mandatory	Description	Computer systems description, example: CPU, Laser Printer, etc.
3d. Mandatory	Serial Number	Computer systems serial number.
3e. Optional	Purchase Cost	Actual purchase cost for the computer system.
3f. Mandatory	Condition Code	List if the computer system is in good, fair, excellent, etc. condition.
3g. Mandatory	New location	If the computer system is moving to a new location the EC transferring the computer system must provide the bldg., room, post, and etc.
4. Mandatory	EC Signature, account, and phone number	EC transferring the computer system must provide his/her information with signature.
5. Mandatory	Accepting EC signature, account and phone number	If receiving EC is accepting the computer systems, this block must be filled out with accepting EC signature.

6. Mandatory	Transferring EC signature, account and phone number	If computer system is being transferred or turned-in for reutilization, the transferring EC must provide their signature, account and phone number.

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